

**Proposal Review Committee  
April 29, 2019**

Statewide Benefits Office  
Enterprise Business Park  
97 Commerce Way, Suite 201, Dover, Delaware

**Public Session:** April 29, 2019 at 8:33 a.m.

The Proposal Review Committee ("PRC") met on April 29, 2019, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Faith Rentz, DHR, Director, Statewide Benefits  
Laurene Ehemann, DHR, RFP and Contract Manager, Statewide Benefits  
Leighann Hinkle, DHR, Deputy Director, Statewide Benefits  
Samantha Mountz, DHR, FSA and PTC Program Lead  
Colleen Kondelis, DHR, COBRA Program Support  
Arlene Bentley-Graham, DHR, COBRA Program Lead  
Nina Figueroa, DHR, Health Policy Advisor, Statewide Benefits  
Emily Thomas, Office of Management and Budget  
Stuart Snyder, Delaware Insurance Office  
Victoria Brennan, Office of the Controller General  
Molly Magarik, Department of Health and Social Services  
Dan Madrid, State Treasurer's Office  
Ashley Tucker, Administrative Office of the Courts  
Judy Anderson, Delaware State Education Association  
Jaclyn Iglesias, Willis Towers Watson  
Ari Gonzalez De Leon, Willis Towers Watson

**Introductions/Sign In**

After introductions, Ms. Rentz called the meeting to order at 8:35 a.m. A representative from the Lt. Governor's Office was not present. With a quorum present, the meeting continued.

**Approval of Minutes**

Ms. Rentz requested a motion to approve the minutes from the February 4, 2019 meeting of the PRC. A motion was made by Ms. Brennan and seconded by Ms. Magarik. The motion was approved with unanimous voice vote.

**Discussion of the Flexible Spending Account, Pre-Tax Commuter and COBRA Administration Services Request for Proposal**

Ms. Rentz requested a motion to move into Executive Session to discuss the proposals by the three finalists and conduct interviews - ASIFlex, TASC and WageWorks. Ms. Anderson made the motion and it was seconded by Ms. Thomas. The PRC moved into Executive Session at 8:45 a.m.

**Adjournment**

Upon return to the Public Session and with no further business, a motion to adjourn was made by Ms. Anderson and seconded by Mr. Madrid. Upon unanimous voice approval, the meeting was adjourned at 4:26 p.m. Please note there were no public attendees.

Respectfully submitted,

*Laurene M. Ehemann*

Laurene M. Ehemann  
RFP and Contract Manager